



A Tradition of Stewardship
A Commitment to Service

COUNTY OF NAPA
Human Resources
1195 Third Street, Suite 110
Napa, CA 94559
707-299-1728

<http://www.napacountycareers.com>

INVITES APPLICATIONS FOR THE POSITION OF:

Emergency Medical Services Specialist

An Equal Opportunity Employer

SALARY

\$34.94 - \$42.01 Hourly \$2,795.20 - \$3,360.80 Biweekly \$6,056.27 - \$7,281.73 Monthly
\$72,675.20 - \$87,380.80 Annually

OPENING DATE: 09/17/10

CLOSING DATE: Continuous

JOB TYPE: Full Time

DEPARTMENT: Public Health

LOCATION: Health & Human Services Agency - 2344 Old Sonoma Road, Napa

THE NAPA VALLEY

The Napa Valley- Internationally known for its fine wines exciting restaurants and world-class resorts, is home to 130,000 residents who share a strong sense of community and a legacy of preserving and protecting our rich agricultural heritage.

Located in the heart of California's preeminent wine region, the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

The Napa Valley's strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life provide the ideal mix of small town living and big city amenities.

COUNTY OF NAPA AS AN EMPLOYER

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries, a comprehensive benefits package and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the Employer of Choice for more than 1,300 employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: integrity, accountability, and service.

THE POSITION

The Emergency Medical Services Specialist assists in the planning and coordination of the Emergency Medical Services system and in overseeing the monitoring and evaluation of pre-hospital care provided within the Napa County Emergency Medical Services (EMS) system.

EXAMPLE OF DUTIES

Coordinate and assist with paramedic skills classes and ensure that exams are updated in compliance with County policies and protocols; review complaints submitted to the Emergency Medical Services (EMS) Agency from patients, providers, and others; gather information and interpret data for review; schedule necessary meetings and follow up on actions to be taken; disseminate and explain information related to pre-hospital care standards; attend appropriate EMS related committee meetings and staff committees as assigned; inspect ambulances to insure compliance with State and local laws, regulations, statutes, ordinances, policies and procedures; monitor Ambulance Franchise provider and Base Hospital agreements; monitor and review EMS aircraft responses and compile EMS aircraft reports; assist in evaluating the EMS system and making recommendations regarding the system; maintain accurate records and files; prepare a variety of statistical and narrative reports.

TYPICAL QUALIFICATIONS

KNOWLEDGE OF:

Concepts, practices and terminology common to the operation of an emergency medical system, including the management of medical emergencies and the assessment of patient needs and care.

Interface between ambulance providers, law enforcement, fire service, hospitals and public health.

Microcomputer applications including word processing and database programs.

EMS systems, regulations and practices.

SKILL TO:

Utilize computer applications including word processing and database programs.

Set priorities, coordinating multiple program activities and meeting critical deadlines.

Prepare clear, concise correspondence and reports.

ABILITY TO:

Develop and maintain constructive working relationships with pre-hospital care providers, groups and organizations.

Analyze situations using good judgment and take effective action.

Communicate effectively both verbally and in writing.

Establish and maintain cooperative working relationships with the public, staff, other agencies and

departments.

Work alternative shifts including on call, nights, weekends and holidays.

EXPERIENCE AND EDUCATION

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities. A desirable combination is:

Experience:

Two years of experience in an emergency medical service setting or related to pre-hospital care.

Education:

Equivalent to college or technical training sufficient to obtain the possession of a California licensure as a Registered Nurse or a Paramedic.

License or Certificate:

Possession of any of the following valid license: Registered Nurse license issued by the California Board of Registered Nursing; a current National Registry of Emergency Medical Technicians-Paramedic licenses or a California Paramedic license. An incumbent possessing a current National Registry of Emergency Medical Technicians-Paramedic license must obtain a California Paramedic license within one year after initial appointment and before permanent status may be granted.

Possession of a valid California Driver's License.

ADA Accommodation

Applicants requiring accommodation during the application and/or selection process pursuant to the Americans with Disabilities (ADA) Act should contact County of Napa Human Resources at (707) 253-4303.

Napa County is an Equal Opportunity Employer.

For positions within the County's Health and Human Services Agency, the County of Napa is precluded from hiring applicants that are determined to be an Ineligible Persons, as defined as an applicant who is: a) currently excluded, suspended, debarred or otherwise ineligible to participate in Federal health care programs, or b) has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated in the Federal health care programs after a period of exclusion, suspension, debarment or ineligibility. Applicants will be asked prior to an offer of employment to verify that they are not an Ineligible Person.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.napacountycareers.com>

OR

1195 Third Street, Suite 110,
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EXAM #00964
EMERGENCY MEDICAL SERVICES SPECIALIST
FN

Emergency Medical Services Specialist Supplemental Questionnaire

- * 1. Instructions for Supplemental Application Questions. The following questions comprise the selection process for this position and are intended to assist you in presenting your qualifications. Only the information you provide in your answers to these questions will be evaluated and scored to determine the best qualified candidates for the position. Please be complete and specific in answering the questions as your score will be based on this information. Applications submitted without responses to the questions will not be evaluated. I have read and understand the instructions presented above.

☐Yes ☐No

- * 2. The Emergency Medical Services field changes often and it is important to stay abreast of the newest developments in the field. Describe what relevant education or experience you have obtained over the last 2 years that has assisted you in keeping up with recent developments.

- * 3. Describe your work-related experience with public and/or private emergency care provider agencies (including fire services, ambulance services and hospitals).

- * 4. In order to be considered for this position you must have one of the following current licenses: Registered Nursing license issued by the California Board of Registered Nursing; California Paramedic license; National Registry of Emergency Medical Technicians-Paramedic license (incumbents with this license must obtain a California Paramedic license within one year of initial appointment and before permanent status may be granted). Which license do you currently possess?

- ☐ Registered Nursing license issued by the California Board of Registered Nursing
☐ California Paramedic License
☐ National Registry of Emergency Medical Technicians-Paramedic license